

CITY OF PERRY, GEORGIA

JOB ANNOUNCEMENT

POSITION OPENING: 20-40 **Post Dates:** 6/10/20 – 6/24/20
Title: Property and Evidence Technician – Part-Time
Salary Range: \$17.69-\$24.36/hour
Location: Perry Police Department
Term of Appointment: Regular part-time
Probationary Period: 12 months

GENERAL NATURE OF WORK:

Employees in this class are non-sworn members of the Perry Police Department, responsible for the proper storage and disposition of property and evidence in the custody of the Department.

ESSENTIAL JOB FUNCTIONS:

- Recording and tracking evidence and property submitted by Officers as required by law.
- Maintenance of storage facilities. (five evidence rooms and one temporary holding area).
- Providing suggestions for future expansions and proper evidence handling procedures.
- Remaining current on and notifying supervisor of changes in the law or policies involving evidence handling.
- Disposal of evidence and property as required by law.
- Transporting evidence to courts, crime lab, and other locations as required.
- Testifying in court.
- Maintaining property and evidence related records, computer systems, and supplies.
- Preparing condemnation and other related court documents.
- Other duties as assigned.

PERFORMANCE REQUIREMENTS (KNOWLEDGE, SKILLS, & ABILITIES):

- Knowledge of techniques required to receive, index, store and dispose of property/evidence.
- Good computer and office related skills for proper records management.
- Ability to maintain accurate records, prepare clear and concise reports.
- Ability to testify in legal proceedings and a working knowledge of criminal/court procedures.

SUPERVISORY CONTROLS:

- Position reports directly to the Criminal Investigations Lieutenant. Position has no supervisory or management responsibilities.

PHYSICAL DEMANDS & WORK ENVIRONMENT:

- This position meets Class E criteria
- Work will be conducted in standard interior office conditions, with some limited outdoor work. Position will primarily work alone. Position requires moving and processing multiple items of various weights and sizes. Some overhead lifting will be required with ladder and footstool use. Will require work in tight and cramped conditions. Will require work with hazardous substances and harmful vapors and dust. Use of dust/vapor masks and personal protective clothing will be required when needed.

MINIMUM QUALIFICATIONS

- Possession of a valid high school diploma or GED, with a preference given for a college degree.
- Possession of a current valid driver's license.

- No criminal record.
- Ability to speak and write English in a business environment.
- Ability to speak clearly and concisely.
- Ability to use multiple evidence/property tracking software programs and related pieces of hardware.
- Previous full-time experience in law enforcement or criminal court dealing with evidence is preferred.

**THE CITY OF PERRY IS AN EQUAL OPPORTUNITY EMPLOYER AND A CERTIFIED DRUG
FREE WORKPLACE**